

# Service Delivery Budget Implementation Plan SDBIP of Nama Khoi Municipality 2010/2011



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## 1. Introduction

This document provides for the annual submission of the Service Delivery and Budget Implementation Plan (SDBIP) as required in terms of the Municipal Finance Management Act. It should be read in conjunction with the Municipality's Integrated Development Plan (IDP), Budget and Strategic Business Unit Business Plans for the financial year 2010/ 2011.

The SDBIP gives affect to the Integrated Development Plan (IDP) and budget of the municipality therefore the IDP and budget must be fully aligned with each other, as required by the MFMA. The SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

## 2. Legislative Framework in terms of MFMA

The Municipal Finance Management Act (MFMA) of 2003 is aimed to secure sound and sustainable management of the financial affairs of municipalities and to establish treasury norms and standards through continually promoting transparency, participation and accountability of municipalities.

The MFMA requires that municipalities prepare a Service Delivery and Budget Implementation Plan as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan Strategy.

According to section 1 of the Act a service delivery and budget implementation plan means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of the year
  - (i) Revenue to be collected, by source; and
  - (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter;
- (c) Any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c);

In terms of Section 53 (3) of the Municipal Finance Management Act (MFMA) No. 56 of 2003, the mayor must ensure-

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

### 3. Budget breakdown in terms of the IDP

Key Performance Area	Priorities	Operating Expenditure 2010/2011	Capital Expenditure 2010/2011	Revenue 2010/2011	Surplus / (Deficit) 2010/2011
Basic Service Delivery (BSD)	1	78,687,204	18,979,000	87,765,355	(9,900,849)
Municipal Institutional Development and Transformation (MIDT)	5	0	0	0	0
Local Economic Development (LED)	4	770 931	0	823 016	52,085
Municipal Financial Viability and Management (MFVM)	3	13,889,481	0	51,310,954	37,421,473
Good Governance and Public Participation (GGPP)	2	36,264,235	4,650,000	13,341,526	(27,572,709)
<b>Total Budget</b>		<b>129,611,851</b>	<b>23,629,000</b>	<b>153,240,851</b>	<b>0</b>

## 4. The SDBIP Concept

The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community. It will facilitate the accountable role that managers hold to the Council and that Councillors hold to the community. It also fosters the management, implementation and monitoring of the budget, the performance of senior management and the achievement of the strategic objectives as laid out in the IDP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

## 5. Components of the SDBIP

- ./ Monthly projections of revenue to be collected for each source
- ./ Monthly projections of expenditure (operating and capital) and revenue for each vote
- ./ Quarterly projections of service delivery targets and performance indicators for each vote

### a) Monthly projections of revenue to be collected for each source

The SDBIP information on revenue will be monitored and reported monthly by the Municipal Manager in terms of section 71 (1)(a) and (e) to ensure timeously remedial steps if necessary. Comprehensive financial policies will ensure realistic revenue projections by taking into account appropriate service and delivery levels, standards, ability to pay and collection efforts.

	July R	August R	September R	October R	November R	December R	January R	February R	March R	April R	May R	June R
Property Rates - <b>Budget</b>	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563
Property Rates – <b>Actual</b>												
Service charges – electricity – <b>Budget</b>	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470
Service charges – electricity – <b>Actual</b>												
Service charges – water – <b>Budget</b>	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372
Service charges – water – <b>Actual</b>												
Service charges – sanitation – <b>Budget</b>	393	393	393	393	393	393	393	393	393	393	393	393
Service charges – sanitation – <b>Actual</b>												
Service charges – refuse – <b>Budget</b>	491	491	491	491	491	491	491	491	491	491	491	491
Service charges – refuse – <b>Actual</b>												
Service charges – Other – <b>Budget</b>	225	225	225	225	225	225	225	225	225	225	225	225
Service charges – Other – <b>Actual</b>												
Rental of Facilities & Equipment – <b>Budget</b>	108	108	108	108	108	108	108	108	108	108	108	108
Rental of Facilities & Equipment – <b>Actual</b>												
Interest earned – external investments – <b>Budget</b>	45	45	45	45	45	45	45	45	45	45	45	45
Interest earned – external investments – <b>Actual</b>												
Interest earned – outstanding debtors – <b>Budget</b>	36	36	36	36	36	36	36	36	36	36	36	36

Interest earned – outstanding debtors – <b>Actual</b>												
Fines – <b>Budget</b>	19	19	19	19	19	19	19	19	19	19	19	19
Fines – <b>Actual</b>												
Licences & Permits – <b>Budget</b>	84	84	84	84	84	84	84	84	84	84	84	84
Licences & Permits – <b>Actual</b>												
Grants – operating – <b>Budget</b>	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484
Grants – operating – <b>Actual</b>												
Grants – capital (incl grants other mun) – <b>Budget</b>	0	0	0	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625
Grants – capital (incl grants other mun) – <b>Actual</b>												
Other – <b>Budget</b>	509	509	509	509	509	509	509	509	509	509	509	509
Other – <b>Actual</b>												
<b>Total Revenue – Budget</b>	10 801	10 801	10 801	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426
<b>Total Revenue – Actual</b>	0	0	0	0	0	0	0	0	0	0	0	0

**DIRECTORATE: OFFICE OF EXECUTIVE MAYOR &  
MUNICIPAL MANAGER  
(Miss M L Brandt)**

## Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Directorate: Executive Mayor &amp; Municipal Manager</b>																		
Vote: Executive & Council (Council General 01) - <b>Budget</b>	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300
Vote: Executive & Council (Council General 01) – <b>Actual</b>																		
Vote: Finance & Admin (Admin 02) – <b>Budget</b>	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291
Vote: Finance & Admin (Admin 02) – <b>Actual</b>																		
Vote: Community & Social Services (Museums 014) – <b>Budget</b>	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0
Vote: Community & Social Services (Museums 014) – <b>Actual</b>																		
Vote: Finance & Admin (Internal Audit) – <b>Budget</b>	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0
Vote: Finance & Admin (Internal Audit) – <b>Actual</b>																		
<b>Total</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>
<b>Total – Actual</b>																		

## Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Department: Executive Mayor &amp; Municipal Manager</b>																		
Vote: Council General (Council General 01) – <b>Budget</b>	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300	641 510	0	68 300
Vote: Council General (Council General 01) – <b>Actual</b>																		
Vote: Finance & Admin (Admin 02) – <b>Budget</b>	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291	383 253	0	68 291
Vote: Finance & Admin (Admin 02) – <b>Actual</b>																		
Vote: Community & Social Services (Museums 014) – <b>Budget</b>	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0	6 448	0	0
Vote: Community & Social Services (Museums 014) – <b>Actual</b>																		
Vote: Finance & Admin (Internal Audit) – <b>Budget</b>	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0	83 059	0	0
Vote: Finance & Admin (Internal Audit) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>	<b>1 114 270</b>	<b>0</b>	<b>136 591</b>
<b>Total – Actual</b>																		



## Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Executive Mayor & Municipal Manager (1)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Scheduled Ordinary Council meetings with full preparation	Minutes of Council meetings	6 x Minutes	1 x minutes	1 x minute			1 x minutes			
GGPP	Scheduled Council Committee meetings (Executive; Social; Infrastructure; Economic & Institutional)	Minutes of Council Committee meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	Review Performance Management reports on a quarterly basis	Quarterly Performance Management report	4 x Reports					1 x report			
GGPP	Complete the 2008/09 financial year Annual Report	Annual Report	1 x Annual Report								
GGPP	Submit Performance Management Reports to Council	Council Resolution	4 x Reports					1 x report			
GGPP	Review Integrated Development Plan annually	Integrated Development Plan	1 x Integrated Development Plan								
GGPP	Quarterly report on number of customer complains attended to/resolved in terms of the Customer Care Policy	Quarterly report	4 x Reports					1 x report			
GGPP	Implement the performance management system	Operational performance management system	1 x Performance Management System	1 x PMS							
	<b>INTERNAL AUDIT</b>										
MFVM	Held Teambuilding sessions for the enhancement of the productivity bi-annually	Reports on Teambuilding sessions held	2 x Reports								
MFVM	Monitoring Intern progress per quarter	Quarterly report on monitoring	4 x Reports					1 x report			
MFVM	Ensure that the audit committee sits into the relevant regulation	Minutes of the audit committee	4 x Minutes					1 x minutes			
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports					1 x report			
MFVM	Report quarterly to the audit committee	Quarterly reports to audit committee	4 x Reports					1 x report			

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Review an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan	1 x Plan							
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly report on the implementation of the plan	4 x Reports					1 x report			
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports on performance management audits	4 x Reports					1 x report			

Directorate: Executive Mayor & Municipal Manager (2)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Scheduled Ordinary Council meetings with full preparation	Minutes of Council meetings	6 x Minutes	1 x minutes				1 x minutes			
GGPP	Scheduled Council Committee meetings (Executive; Social; Infrastructure; Economic & Institutional)	Minutes of Council Committee meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	Review Performance Management reports on a quarterly basis	Quarterly Performance Management reports	4 x Reports			1 x report					
GGPP	Complete the 2008/09 financial year Annual Report	Annual Report	1 x Annual Report	1 x report							
GGPP	Submit Performance Management Reports to Council	Council Resolution	4 x Reports			1 x report					
GGPP	Review integrated Development Plan annually	Integrated Development Plan	1 x Integrated Development Plan								
GGPP	Quarterly report on number of customer complains attended to/resolved in terms of the Customer Care Policy	Quarterly reports	4 x Reports			1 x report					
GGPP	Implement the performance management system	Operational performance management system	1 x Performance Management System								
	<b>INTERNAL AUDIT</b>										
MFVM	Held Teambuilding sessions for the enhancement of the productivity bi-annually	Reports on Teambuilding sessions held	2 x Reports			1 x report					
MFVM	Monitoring Intern progress per quarter	Quarterly reports	4 x Reports			1 x report					
MFVM	Ensure that the audit committee sits ito the relevant regulation	Minutes of the audit committee	4 x Minutes			1 x minutes					
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports			1 x report					
MFVM	Report quarterly to the audit committee	Quarterly reports	4 x Reports			1 x report					
MFVM	Review an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan								

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly reports	4 x Reports			1 x report					
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports	4 x Reports			1 x report					

Directorate: Executive Mayor & Municipal Manager (3)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Scheduled Ordinary Council meetings with full preparation	Minutes of Council meetings	6 x Minutes	1 x minutes				1 x minutes			
GGPP	Scheduled Council Committee meetings (Executive; Social; Infrastructure; Economic & Institutional)	Minutes of Council Committee meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	Review Performance Management reports on a quarterly basis	Quarterly Performance Management reports	4 x Reports	1 x report						1 x report	
GGPP	Complete the 2008/09 financial year Annual Report	Annual Report	1 x Annual Report								
GGPP	Submit Performance Management Reports to Council	Council Resolution	4 x Reports	1 x report						1 x report	
GGPP	Review integrated Development Plan annually	Integrated Development Plan	1 x Integrated Development Plan						1 X IDP		
GGPP	Quarterly report on number of customer complains attended to/resolved in terms of the Customer Care Policy	Quarterly reports	4 x Reports	1 x report				1 x report			
GGPP	Implement the performance management system	Operational performance management system	1 x Performance Management System								
	<b>INTERNAL AUDIT</b>										
MFVM	Held Teambuilding sessions for the enhancement of the productivity bi-annually	Reports on Teambuilding sessions held	2 x Reports					1 x report			
MFVM	Monitoring Intern progress per quarter	Quarterly reports	4 x Reports					1 x report			
MFVM	Ensure that the audit committee sits ito the relevant regulation	Minutes of the audit committee	4 x Minutes	1 x minutes				1 x minutes			
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Report quarterly to the audit committee	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Review an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan								

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports	4 x Reports	1 x report				1 x report			

**DIRECTORATE: CORPORATE SERVICES**  
**(Mr Deon Magerman)**  
**(Acting)**

## Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Directorate: Corporate Services</b>																		
Vote: Finance & Admin (Corporate 06) – <b>Budget</b>	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221
Vote: Finance & Admin (Corporate 06) – <b>Actual</b>																		
Vote: Finance & Admin (Properties 10) – <b>Budget</b>	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169
Vote: Finance & Admin (Properties 10) – <b>Actual</b>																		
Vote: Finance & Admin (Human Resources) – <b>Budget</b>	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0
Vote: Finance & Admin (Human Resources) – <b>Actual</b>																		
Vote: Finance & Admin (Offices 023) – <b>Budget</b>	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0
Vote: Finance & Admin (Offices 023) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R000
<b>Department: Corporate Services</b>																		
Vote: Finance & Admin (Corporate 06) – <b>Budget</b>	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221
Vote: Finance & Admin (Corporate 06) – <b>Actual</b>																		
Vote: Finance & Admin (Properties 10) – <b>Budget</b>	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169
Vote: Finance & Admin (Properties 10) – <b>Actual</b>																		
Vote: Finance & Admin (Human Resources) – <b>Budget</b>	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0
Vote: Finance & Admin (Human Resources) – <b>Actual</b>																		
Vote: Finance & Admin (Offices 023) – <b>Budget</b>	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0
Vote: Finance & Admin (Offices 023) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>	<b>866 307</b>		<b>180 390</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Corporate Services (1)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>COUNCIL SECRETARY SERVICES</b>										
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda				1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas		4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes	54 x Minutes	5 x minutes		4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such decision is forwarded by the Municipal Manager. (Including Special Council meetings)	Sets of Council resolutions	12 x Sets of Resolutions	1 x set		1 x set		1 x set		1 x set	
GGPP	Ensure that all correspondence marked out to the Administration Segment receives attention within three (3) working days after receipt from the Registration office.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's) for the effective functioning of the Administration Segment.	Quarterly reports	4 x Reports					1 x report			
	<b>RECORD MANAGEMENT</b>										
GGPP	Incoming correspondence (letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report	1 x report							
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports					1 x report			
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report	1 x report							
	<b>LEGISLATION</b>										
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually	1 x Report								
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually	1 x Report								
	<b>ADMINISTRATION</b>										

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes		1 x minutes		1 x minutes		1 x minutes	
	<b>SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT</b>										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development Framework	1 x SDF					1 x SDF			
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes					1 x minutes			
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports					1 x report			
	<b>HUMAN RESOURCES</b>										
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program					1 x program			
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP					1 x SDP			
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP					1 x WSP			
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the implementation of the Workplace Skills Place (WSP)	Quarterly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports					1 x report			
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan					1 x plan			
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee					1 x committee			
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee					1 x committee			

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>PROPERTIES</b>										
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports					1 x report			
GGPP	Report monthly on all repairs undertook on buildings/properties	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Corporate Services (2)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>COUNCIL SECRETARY SERVICES</b>										
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda				1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas		4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes	54 x Minutes	5 x minutes		4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such decision is forwarded by the Municipal Manager. (Including Special Council meetings)	Sets of Council resolutions executed	12 x Sets of Resolutions	1 x set		1 x set		1 x set		1 x set	
GGPP	Ensure that all correspondence marked out to the Administration Segment receives attention within three (3) working days after receipt from the Registration office.	Monthly reports compiled	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's") for the effective functioning of the Administration Segment.	Report on Quarterly review of "SOP's"	4 x Reports			1 x report					
	<b>RECORD MANAGEMENT</b>										
GGPP	Incoming correspondence (letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report								
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports			1 x report					
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report	1 x report							
	<b>LEGISLATION</b>										
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually				1 x Report					
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually				1 x Report					
	<b>ADMINISTRATION</b>										
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes		1 x minutes		1 x minutes		1 x minutes	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT</b>										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development Framework	1 x SDF								
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes								
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports			1 x report					
	<b>HUMAN RESOURCES</b>										
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program								
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP								
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP								
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the implementation of the Workplace Skills Plan (WSP)	Quarterly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports			1 x report					
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan								
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee								
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee								

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>PROPERTIES</b>										
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports					1 x report			
GGPP	Report monthly on all repairs undertook on buildings/properties	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Corporate Services (3)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>COUNCIL SECRETARY SERVICES</b>										
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda				1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas		4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes compiled and kept safe	42 x Minutes	5 x minutes		4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such decision is forwarded by the Municipal Manager. (Including Special Council meetings)	Sets of Council resolutions executed	12 x Sets of Resolutions	1 x set		1 x set		1 x set		1 x set	
GGPP	Ensure that all correspondence marked out to the Administration Segment receives attention within three (3) working days after receipt from the Registration office.	Monthly reports compiled	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's) for the effective functioning of the Administration Segment.	Report on Quarterly review of "SOP's"	4 x Reports	1 x Report				1 x report			
	<b>RECORD MANAGEMENT</b>										
GGPP	Incoming correspondence (letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report								
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports	1 x report				1 x report			
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report								
	<b>LEGISLATION</b>										
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually	1 x Report								
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually	1 x Report								
	<b>ADMINISTRATION</b>										
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes		1 x minutes		1 x minutes		1 x minutes	
	<b>SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT</b>										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development	1 x SDF								

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
		Framework									
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes								
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports	1 x report				1 x report			
	<b>HUMAN RESOURCES</b>										
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program								
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP								
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP								
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the implementation of the Workplace Skills Place (WSP)	Quarterly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports					1 x report			
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan					1 x plan			
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee								
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee								
	<b>PROPERTIES</b>										
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports	1 x reports				1 x reports			
GGPP	Report monthly on all repairs undertook on buildings/properties	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										



KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report				1 x report			

**DIRECTORATE: FINANCIAL SERVICES**  
**(Mr WJ Bowers)**

## Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Department: Finance Services</b>																		
Vote: Finance & Admin (Finance Services 09) – <b>Budget</b>	1 074 39	0	1 996 826	1 074 397	0	1 996 826	1 074 397	0	1 996 826	1 074 39	0	1 996 826	1 074 39	0	1 996 826	1 074 39	0	1 996 826
Vote: Finance & Admin (Finance Services 09) – <b>Actual</b>																		
Vote: Finance & Admin – Property Rates 04) – <b>Budget</b>	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084
Vote: Finance & Admin – Property Rates 04) – <b>Actual</b>																		
<b>Total – Budget</b>	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910
<b>Total – Actual</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev ROOO
<b>Department: Finance Services</b>																		
Vote: Finance & Admin (Finance Services 09) – <b>Budget</b>	1 074 39	0	1 996 826	1 074 397	0	1 996 826	1 074 397	0	1 996 826	1 074 39	0	1 996 826	1 074 39	0	1 996 826	1 074 39	0	1 996 826
Vote: Finance & Admin (Finance Services 09) – <b>Actual</b>																		
Vote: Finance & Admin – Property Rates 04) – <b>Budget</b>	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084	0	0	2 279 084
Vote: Finance & Admin – Property Rates 04) – <b>Actual</b>																		
<b>Total – Budget</b>	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910	1074 397		4 275 910
<b>Total – Actual</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Financial Services (1)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending July 2010		Month Ending Aug 2010		Month Ending Sep 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report								
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports					1 x report			
MFVM	Compilation and submission of section 71 reports to the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council, National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report								
MFVM	Developed a SDBIP for 2009/2010 year	Developed SDBIP	1 x SDBIP	1 x SDBIP							
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS			1 x AFS					
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget								
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget								
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget								
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy								
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy								
MFVM	Preparation and implement a valuation role	Valuation role and report	1 x Valuation Role & report	1 x report							
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies								
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports					1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending July 2010		Month Ending Aug 2010		Month Ending Sep 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System								
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report			1 x report					

Directorate: Financial Services (2)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report							1 x report	
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports					1 x report			
MFVM	Compilation and submission of section 71 reports to the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report					1 x report			
MFVM	SDBIP developed	Developed SDBIP	1 x SDBIP					1 x SDBIP			
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS								
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget								
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget								
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget							1 x budget	
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy							1 x policy	
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy							1 x policy	
MFVM	Preparation and implement a valuation role	Approved valuation role	1 x Valuation Role								
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies							Identified policies	
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports					1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System								
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report								

Directorate: Financial Services (3)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report								
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports	1 x report				1 x report			
MFVM	Compilation and submission of section 71 reports to the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report								
MFVM	SDBIP developed	Developed SDBIP	1 x SDBIP								
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS								
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget	1 x budget							
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget							1 x budget	
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget								
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy								
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy								
MFVM	Preparation and implement a valuation role	Approved valuation role	1 x Valuation Role & report							1 x Valuation role	
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies								
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports	1 x report				1 x report			
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	



KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System	1 x System							
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report								

**DIRECTORATE: COMMUNITY SERVICES & PUBLIC SAFETY**  
**(Mrs B B Williams)**  
**(Acting)**

## Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Directorate: Community Services &amp; Public Safety</b>																		
Vote: Health (Health Services 011) – <b>Budget</b>	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166
Vote: Health (Health Services 011) – <b>Actual</b>																		
Vote: Community and Social Services (Cemeteries 03) – <b>Budget</b>	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369
Vote: Community and Social Services (Cemeteries 03) – <b>Actual</b>																		
Vote: Community and Social Services (Libraries 05) – <b>Budget</b>	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250
Vote: Community and Social Services (Libraries 05) – <b>Actual</b>																		
Vote: Community and Social Services (Commun Serv 021) – <b>Budget</b>	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0
Vote: Community and Social Services (Commun Serv 021) – <b>Actual</b>																		
Vote: Public Safety (Fire Fighting 07) – <b>Budget</b>	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0
Vote: Public Safety (Fire Fighting 07) – <b>Actual</b>																		
Vote: Public Safety (Traffic Services 28) – <b>Budget</b>	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122
Vote: Public Safety (Traffic Services 28) – <b>Actual</b>																		
Vote: Public Safety (Law Enforcement 029) – <b>Budget</b>	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876
Vote: Public Safety (Law Enforcement 029) – <b>Actual</b>																		
Vote: Public Safety (Pounds 066) – <b>Budget</b>	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0
Vote: Public Safety (Pounds 066) – <b>Actual</b>																		
Vote: Sports & Recreation (Parks 017) – <b>Budget</b>	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0
Vote: Sports & Recreation (Parks 017) – <b>Actual</b>																		
Vote: Sports & Recreation (Sport Grounds 018) – <b>Budget</b>	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419
Vote: Sports & Recreation (Sport Grounds 018) – <b>Actual</b>																		
Vote: Waste Management (Refuse 019) – <b>Budget</b>	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331
Vote: Waste Management (Refuse 019) – <b>Actual</b>																		
Vote: Other (Commonage Steinkopf 093) – <b>Budget</b>	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890
Vote: Other (Commonage Steinkopf 093) – <b>Actual</b>																		
Vote: Other (Commonage Concordia 094) – <b>Budget</b>	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804
Vote: Other (Commonage Concordia 094) – <b>Actual</b>																		
Vote: Other (Commonage Komaggas 095) – <b>Budget</b>	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390
Vote: Other (Commonage Komaggas 095) – <b>Actual</b>																		
Vote: Other (Commonage Springbok 096) – <b>Budget</b>	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220
Vote: Other (Commonage Springbok 096) – <b>Actual</b>																		
Vote: Other (Commonage OCC 097) – <b>Budget</b>	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281
Vote: Other (Commonage OCC 097) – <b>Actual</b>																		
Vote: Other (Airport 037) – <b>Budget</b>	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394
Vote: Other (Airport 037) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R000
<b>Directorate: Community Services &amp; Public Safety</b>																		
Vote: Health (Health Services 011) – <b>Budget</b>	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166
Vote: Health (Health Services 011) – <b>Actual</b>																		
Vote: Community and Social Services (Cemeteries 03) – <b>Budget</b>	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369
Vote: Community and Social Services (Cemeteries 03) – <b>Actual</b>																		
Vote: Community and Social Services (Libraries 05) – <b>Budget</b>	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250
Vote: Community and Social Services (Libraries 05) – <b>Actual</b>																		
Vote: Community and Social Services (Commun Serv 021) – <b>Budget</b>	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0
Vote: Community and Social Services (Commun Serv 021) – <b>Actual</b>																		
Vote: Public Safety (Fire Fighting 07) – <b>Budget</b>	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0
Vote: Public Safety (Fire Fighting 07) – <b>Actual</b>																		
Vote: Public Safety (Traffic Services 28) – <b>Budget</b>	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122
Vote: Public Safety (Traffic Services 28) – <b>Actual</b>																		
Vote: Public Safety (Law Enforcement 029) – <b>Budget</b>	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876
Vote: Public Safety (Law Enforcement 029) – <b>Actual</b>																		
Vote: Public Safety (Pounds 066) – <b>Budget</b>	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0
Vote: Public Safety (Pounds 066) – <b>Actual</b>																		
Vote: Sports & Recreation (Parks 017) – <b>Budget</b>	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0
Vote: Sports & Recreation (Parks 017) – <b>Actual</b>																		
Vote: Sports & Recreation (Sport Grounds 018) – <b>Budget</b>	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419
Vote: Sports & Recreation (Sport Grounds 018) – <b>Actual</b>																		
Vote: Waste Management (Refuse 019) – <b>Budget</b>	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331
Vote: Waste Management (Refuse 019) – <b>Actual</b>																		
Vote: Other (Commonage Steinkopf 093) – <b>Budget</b>	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890
Vote: Other (Commonage Steinkopf 093) – <b>Actual</b>																		
Vote: Other (Commonage Concordia 094) – <b>Budget</b>	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804
Vote: Other (Commonage Concordia 094) – <b>Actual</b>																		
Vote: Other (Commonage Komaggas 095) – <b>Budget</b>	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390
Vote: Other (Commonage Komaggas 095) – <b>Actual</b>																		
Vote: Other (Commonage Springbok 096) – <b>Budget</b>	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220
Vote: Other (Commonage Springbok 096) – <b>Actual</b>																		
Vote: Other (Commonage OCC 097) – <b>Budget</b>	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281
Vote: Other (Commonage OCC 097) – <b>Actual</b>																		
Vote: Other (Airport 037) – <b>Budget</b>	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394
Vote: Other (Airport 037) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>	<b>1 327 790</b>		<b>864 512</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Community Services & Public Safety (1)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending July 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>CEMETERIES AND CREMATORIA</b>										
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>ENVIROMENTAL AND OTHER HEALTH SERVICES</b>										
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>LIBRARIES</b>										
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports					1 x report			
	<b>LAW ENFORCEMENT</b>										
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT</b>										
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan					1 x Plan			
	<b>PARKS AND RECREATION</b>										
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports					1 x report			
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>MOTOR VEHICLE REGISTRATIONS LICENSING</b>										
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending July 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>DRIVERS LICENCES</b>										
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>INSPECTION OF VEHICLES</b>										
GGPP	Report monthly on tests of vechiles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>WASTE MANAGEMENT</b>										
BSD	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sportsgrounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vechiles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Community Services & Public Safety (2)  
2009/2010 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>CEMETERIES AND CREMATORIA</b>										
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>ENVIROMENTAL AND OTHER HEALTH SERVICES</b>										
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>LIBRARIES</b>										
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports			1 x report					
	<b>LAW ENFORCEMENT</b>										
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT</b>										
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan								
	<b>PARKS AND RECREATION</b>										
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports			1 x report					
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>MOTOR VEHICLE REGISTRATIONS LICENSING</b>										
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>DRIVERS LICENCES</b>										

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>INSPECTION OF VEHICLES</b>										
GGPP	Report monthly on tests of vechiles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>WASTE MANAGEMENT</b>										
GGPP	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sportsgrounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vechiles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			



KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>CEMETERIES AND CREMATORIA</b>										
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>ENVIROMENTAL AND OTHER HEALTH SERVICES</b>										
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>LIBRARIES</b>										
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports	1 x report				1 x report			
	<b>LAW ENFORCEMENT</b>										
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT</b>										
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan								
	<b>PARKS AND RECREATION</b>										
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports	1 x report				1 x report			
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>MOTOR VEHICLE REGISTRATIONS LICENSING</b>										
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>DRIVERS LICENCES</b>										
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>INSPECTION OF VEHICLES</b>										
GGPP	Report monthly on tests of vechiles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>WASTE MANAGEMENT</b>										
GGPP	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sportsgrounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vechiles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

**DIRECTORATE: TECHNICAL, PLANNING AND PUBLIC WORKS**  
**(Mr J S Cloete)**

## Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
<b>Directorate: Technical, Planning, &amp; Public Works</b>																		
Vote: Electricity (Electricity 036) – <b>Budget</b>	3 229 821	0	3 469 999	3 229	0	3 469	3 229	0	3 469 999	3 229	0	3 469 999	3 229 821	0	3 469	3 229	0	3 469 999
Vote: Electricity (Electricity 036) – <b>Actual</b>																		
Vote: Water (Water 038) – <b>Budget</b>	1 640 826	0	1 371 815	1 640	0	1 371	1 640	0	1 371 815	1 640	0	1 371 815	1 640 826	0	1 371	1 640	0	1 371 815
Vote: Water (Water 038) – <b>Actual</b>																		
Vote: Waste Water Management (Sanintation 020) – <b>Budget</b>	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143
Vote: Waste Water Management (Sanintation 020) – <b>Actual</b>																		
Vote: Road Transport (Roads & Street works 015) – <b>Budget</b>	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539
Vote: Road Transport (Roads & Street works 015) – <b>Actual</b>																		
Vote: Other (Infrastructure & Technical Services 022) – <b>Budget</b>	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0
Vote: Other (Infrastructure & Technical Services 022) – <b>Actual</b>																		
Vote: Finance & Admin (Workshop 030) – <b>Budget</b>	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0
Vote: Finance & Admin (Workshop 030) – <b>Actual</b>																		
Vote: Finance & Admin (Equipment Hire 031) – <b>Budget</b>	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083
Vote: Finance & Admin (Equipment Hire 031) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418</b>		<b>5 343</b>	<b>6 418</b>		<b>5 343 579</b>	<b>6 418</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343</b>	<b>6 418</b>		<b>5 343 579</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R000
<b>Directorate: Technical, Planning, &amp; Public Works</b>																		
Vote: Electricity (Electricity 036) – <b>Budget</b>	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999
Vote: Electricity (Electricity 036) – <b>Actual</b>																		
Vote: Water (Water 038) – <b>Budget</b>	1 640 826	0	1 371 815	1 640 826	0	1 371 815	1 640 826	0	1 371 815	1 640 826	0	1 371 815	1 640 826	0	1 371 815	1 640 826	0	1 371 815
Vote: Water (Water 038) – <b>Actual</b>																		
Vote: Waste Water Management (Sanitation 020) – <b>Budget</b>	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143
Vote: Waste Water Management (Sanitation 020) – <b>Actual</b>																		
Vote: Road Transport (Roads & Street works 015) – <b>Budget</b>	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539
Vote: Road Transport (Roads & Street works 015) – <b>Actual</b>																		
Vote: Other (Infrastructure & Technical Services 022) – <b>Budget</b>	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0
Vote: Other (Infrastructure & Technical Services 022) – <b>Actual</b>																		
Vote: Finance & Admin (Workshop 030) – <b>Budget</b>	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0
Vote: Finance & Admin (Workshop 030) – <b>Actual</b>																		
Vote: Finance & Admin (Equipment Hire 031) – <b>Budget</b>	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083
Vote: Finance & Admin (Equipment Hire 031) – <b>Actual</b>																		
<b>Total – Budget</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343 579</b>	<b>6 418 220</b>		<b>5 343 579</b>
<b>Total – Actual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Technical, Planning and Public Services (1)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>WATER</b>										
BSD	Report quarterly on the implementation of the Operation and Maintenance Manual for supervisors and foremen	Quarterly reports	4 x Reports					1 x report			
BSD	Bi-annual cleaning of reservoirs	Bi-annual reports	2 x Reports								
BSD	Compile Water Balance Plan	Water Balance Plan	1 x Plan					1 x Plan			
BSD	Maintain Water Pump Stations and Motors	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Kommaggas	Completion report	1 x Report								
BSD	Replace Chlorinator at Buffelsrivier	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Goodhouse	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Rooiwal	Completion Report	1 x Report								
BSD	Inspect household water metres as per list provided by finance monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the management of water quality	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>ELECTRICITY</b>										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report					1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report					1 x report			
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports					1 x report			
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports					1 x report			
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports					1 x report			
	<b>FLEET MANAGEMENT</b>										
GGPP	Monthly submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly Calculation of utilization and productivity	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Implementation of Fleet Control Plan	Completion report	1 x Report					1 x report			
	<b>SANITATION</b>										
BSD	Monthly maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Waste Water Pump Stations including pumps and buildings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Oxidation Ponds	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly recording on Influent and Effluent Readings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Effluent Sampling	Quarterly reports	4 x Reports					1 x report			
	<b>ROADS AND STORMWATER</b>										
BSD	Report monthly on the implementation of the maintenance plan	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Extensive Plan for 2010/2011 Budget Planning	Extensive Plan	1 x Report							1 x report	
BSD	Report monthly on the grading of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the resurfacing of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2010		Month Ending Aug 2010		Month Ending Sept 2010		Month Ending Oct 2010	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Report monthly on the Regraveling of roads by importing and placing of materials	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the cleaning of Stormwater Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the repairing of potholes	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
BSD	Stormwater Project in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Nama Khoi Water Upgrading Project	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Komaggas Water Provision	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Eradication of Bucket System in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of farm dwellings in Rooiwinkel	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Elimination of electrical Hazards in Nababeep and Okiep	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of vechiles for Technical department	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Sanitation connections in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of roads in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			



Directorate: Technical, Planning and Public Services (2)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>WATER</b>										
BSD	Report quarterly on the implementation of the Operation and Maintenance Manual for supervisors and foremen	Quarterly reports	4 x Reports			1 x report					
BSD	Bi-annual cleaning of reservoirs	Bi-annual reports	2 x Reports			1 x report					
BSD	Compile Water Balance Plan	Water Balance Plan	1 x Plan								
BSD	Maintain Water Pump Stations and Motors	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Kommaggas	Completion report	1 x Report								
BSD	Replace Chlorinator at Buffelsrivier	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Goodhouse	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Rooiwal	Completion Report	1 x Report								
BSD	Inspect household water metres as per list provided by finance monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the management of water quality	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>ELECTRICITY</b>										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports			1 x report					
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report								
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report								
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report								

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports			1 x report					
	<b>FLEET MANAGEMENT</b>										
GGPP	Monthly submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly Calculation of utilization and productivity	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Implementation of Fleet Control Plan	Completion report	1 x Report								
	<b>SANITATION</b>										
BSD	Monthly maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Waste Water Pump Stations including pumps and buildings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Oxidation Ponds	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly recording on Influent and Effluent Readings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Effluent Sampling	Quarterly reports	4 x Reports			1 x report					
	<b>ROADS AND STORMWATER</b>										
BSD	Report monthly on the implementation of the maintenance plan	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Extensive Plan for 2010/2011 Budget Planning	Extensive Plan	1 x Report								
BSD	Report monthly on the grading of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the resurfacing of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the Regraveling of roads by importing and placing of materials	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2010		Month Ending Dec 2010		Month Ending Jan 2011		Month Ending Feb 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Report monthly on the cleaning of Stormwater Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the repairing of potholes	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
BSD	Stormwater Project in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Nama Khoi Water Upgrading Project	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Komaggas Water Provision	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Eradication of Bucket System in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of farm dwellings in Rooiwinkel	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Elimination of electrical Hazards in Nababeep and Okiep	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of vechiles for Technical department	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Sanitation connections in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of roads in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Technical, Planning and Public Services (3)  
2009/2010 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	<b>WATER</b>										
BSD	Report quarterly on the implementation of the Operation and Maintenance Manual for supervisors and foremen	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Bi-annual cleaning of reservoirs	Bi-annual reports	2 x Reports					1 x report			
BSD	Compile Water Balance Plan	Water Balance Plan	1 x Plan								
BSD	Maintain Water Pump Stations and Motors	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Komaggas	Completion report	1 x Report								
BSD	Replace Chlorinator at Buffelsrivier	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Goodhouse	Completion report	1 x Report								
BSD	Provide Water Sample Kit: Rooiwal	Completion Report	1 x Report								
BSD	Inspect household water metres as per list provided by finance monthly	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the management of water quality	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	<b>ELECTRICITY</b>										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Upgrade Van Riebeeck Street Power Supply	Completion report	1 x Report								
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report								
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report								

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report								
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports	1 x report				1 x report			
	<b>FLEET MANAGEMENT</b>										
GGPP	Monthly submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly Calculation of utilization and productivity	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Monthly compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Implementation of Fleet Control Plan	Completion report	1 x Report								
	<b>SANITATION</b>										
BSD	Monthly maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Waste Water Pump Stations including pumps and buildings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Waste Water Pumps and Motors	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Oxidation Ponds	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly recording on Influent and Effluent Readings	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Effluent Sampling	Quarterly reports	4 x Reports	1 x report				1 x report			
	<b>ROADS AND STORMWATER</b>										
BSD	Report monthly on the implementation of the maintenance plan	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Extensive Plan for 2010/2011 Budget Planning	Extensive Plan	1 x Report								
BSD	Report monthly on the grading of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the resurfacing of roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Report monthly on the Regraveling of roads by importing and placing of materials	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the cleaning of Stormwater Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly on the repairing of potholes	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	<b>CAPITAL PROJECTS</b>										
BSD	Stormwater Project in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Nama Khoi Water Upgrading Project	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Komaggas Water Provision	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Eradication of Bucket System in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of farm dwellings in Rooiwinkel	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Elimination of electrical Hazards in Nababeep and Okiep	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of vechiles for Technical department	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Sanitation connections in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of roads in Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			